

Health Resources and Services Administration (HRSA)

NFLP Annual Operating Report Overview

Presented To:

Grantees

July 06, 2009

Agenda

- ▶ Purpose and Goals
- ▶ Process Overview
- ▶ Prerequisites
- ▶ EHBs Notes
- ▶ Walkthrough of NFLP Annual Operating Report Forms
- ▶ Resources

Purpose and Goals

Purpose

- ▶ To provide an overview of the process for completing and submitting Nurse Faculty Loan Program (NFLP) Annual Operating Reports
- ▶ To visually highlight key steps and procedures in the process
- ▶ To communicate the resources available to grantees for more information
- ▶ To answer any preliminary questions from grantees regarding the process

Goal

- ▶ To understand the information requested and the steps required to complete a NFLP Annual Operating Report
- ▶ To make grantees comfortable with the process

Caveat

- ▶ This presentation is not intended to offer programmatic help

Process Overview

1. HRSA will make the first NFLP Annual Operating Report available in the HRSA Electronic Handbooks (EHBs) on July 01, 2009, for the reporting period ending June 30, 2009.
2. Grantees will login to the EHBs, navigate to the report, complete and submit it.
3. Completing the report is a three-step process:
 - a. Complete forms
 - b. Resolve Data Audit checks
 - c. Review and submit report

Prerequisites (All Users)(1 of 2)

- ▶ All users who wish to work on NFLP Annual Operating Reports must register in the HRSA EHBs
 - ▶ If you have registered before, you do not have to register again. Use the same username and password.
 - ▶ Contact the HRSA Call Center if you do not remember your username or password.
- ▶ Go to <https://grants.hrsa.gov/webexternal/login.asp>



Contact Us:

Phone:
877-Go4-HRSA/877-464-4772;
301-998-7373

Time:
9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday
through Friday

Email:
CallCenter@HRSA.GOV

Fields marked with an asterisk(*) are required.

LOGIN

Already Registered?

*Username
*Password

Login

[Forgot your password?](#)

Not Registered?

Create an Account

- Registration is needed only once
- Read the getting started guidelines for [New Applicants](#) and/or [Existing Grantees](#)



Prerequisites (All Users)(2 of 2)

- ▶ All users must add the NFLP grant to their portfolio.
 - ▶ You will need the grant number (from box 4b from most recent NGA).
 - ▶ If you are the Project Director, you will be given immediate access to the grant; otherwise, you will get access when the Project Director gives it to you.
- ▶ Click Add to Portfolio on the left side menu.

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee website. The header includes the HRSA logo and the text "U.S. Department of Health and Human Services" and "HRSA Electronic Handbooks for Applicants/Grantee". The main content area features a "View Portfolio" section with a "Tools Menu" and a "Go" button. A red arrow points to the "Add to Portfolio" link in the left navigation menu.

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

Welcome (Last login date and time 10/14/2008 5:37:00 PM)

View Portfolio
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following are the grants for which you have been registered either as a project director or an employee. Click on the "Open Grant Handbook" link to manage a grant.

Home
Welcome
Manage Applications
Funding Opportunities
View Applications
Peer Access
Grants Portfolio
Add to Portfolio
View Portfolio
Manage Organization Profile
View/Update Profile
Manage Personal Profile
Update Profile
Change Password
My Registered Organizations

Logout

Acceptable Use Policy

Prerequisites (Project Director)

- ▶ Project Director must grant users permission to view, edit or submit the NFLP Annual Operating Report which falls under Performance Report category
- ▶ Open the Grant Handbook for the NFLP grant
- ▶ Click Control How Others Can Work on Submissions to set up permissions for other users

The screenshot shows the HRSA EHB Int environment user interface. At the top, it displays "U.S. Department of Health and Human Services" and "HRSA Electronic". The main header includes the HRSA logo and "Health Resources and Services Administration". Below this, there is a navigation bar with "E-HANDBOOK HOME". The main content area is titled "Grant Handbook E01HP00000" and features a "Grant Menu" with options like Overview, View Awards, Last NGA, Award History, Administer, New/Existing Users Submissions, Monitor Schedules, Noncompeting Continuations, Performance Reports, Progress Reports, and Other Submissions. There is also a "Return Home" section with "View Portfolio" and "Home" links, and a "Logout" button. On the right side, a welcome message for "Victor" is shown, along with an "Overview" section containing links for home, logout, contact us, glossary, help, and questions/comments. A "Contact Us" section provides phone numbers and a time zone. Below that, a section titled "WHAT WOULD YOU LIKE TO DO TODAY?" lists actions such as "View Grant Information" (with sub-links for viewing notices and controlling access) and "Manage Post Award Submissions" (with sub-links for learning about submissions, viewing schedules, and working on various reports).

Access Privileges

There are three levels of access privileges for the report.

- ▶ View: Allows users to access a read-only version of the report.
- ▶ Edit: Allows users to view, enter and edit data in the report.
- ▶ Submit: Allows users to view, enter and edit data, and submit the report.

HRSA EHBs Notes

- ▶ HRSA EHBs allows you to work on your report in parts, save it online and return to complete it later
- ▶ Multiple users can work on the report at the same time
- ▶ HRSA EHBs have two views – one for data entry and one for review
 - ▶ The view for “review” appears just like the printed form
 - ▶ The view for “data entry” is set up for user-friendly data entry

Logging In

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

HELP

Login
[home](#) | [contact us](#) | [more instructions](#) | [glossary](#) | [help](#) | [questions/comments](#)

Logon Menu
Login
Forgot Password
Registration

Login

Contact Us:
Phone: 877-Go4-HRSA/877-464-4772;
301-998-7373
Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday
Email: CallCenter@HRSA.GOV

Fields marked with an asterisk(*) are required.

LOGIN

Already Registered?	Not Registered?
<p>*Username <input type="text"/></p> <p>*Password <input type="password"/></p> <p><input type="button" value="Login"/></p> <p>Forgot your password?</p>	<p><input type="button" value="Create an Account"/></p> <ul style="list-style-type: none">• Registration is needed only once• Read the getting started guidelines for New Applicants and/or Existing Grantees

Warning!

This site is maintained by the U.S. Government. It is protected by various provisions of Title 18, U.S. Code of Federal Regulations. Violations of Title 18 are subject to criminal prosecution in federal court. For site security purposes and to ensure that this service remains available to all users, we employ software programs to monitor traffic, to identify unauthorized attempts to upload or change information, or otherwise cause damage. In the event of authorized law enforcement investigations, and pursuant to any required legal process, information from these sources may be used to help identify an individual.

[Privacy Policy](#) | [Disclaimer](#)

► <https://grants.hrsa.gov/webexternal/login.asp>

Navigation to NFLP Annual Operating Reports: Welcome Page (1 of 2)

U.S. Department of Health and Human Services
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Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

Welcome (Last login date and time 10/10/2008 3:13:00 PM) --Tools Menu-- Go

Welcome
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Contact Us:
Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373
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Email: CallCenter@HRSA.GOV

Applicant/Grantee Electronic Handbook (EHB) provides all potential and existing grantees a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- Manage Competing Applications**
 - [Read Electronic Submission Guide](#)
 - [Verify Grants.gov Application \(if required per Guidance\)](#)
 - [Work on My Application](#)
 - [Allow Other Members of My Organization to Work on My Application](#)
 - [Search Funding Opportunities](#)
- Manage Grants Portfolio**
 - [Read About Grant Registration](#)
 - [Add a Grant to My Portfolio](#)
 - [View Grants in My Portfolio](#)
 - [Work on a Grant](#)
 - [Work on My Noncompeting Application](#)
 - [Work on Other Post Award Submissions](#)
- Manage My Profile**
 - [Update My Contact and Address Detail](#)
 - [Verify My Email Address](#)
 - [Change My Password/Security Question](#)
 - [Read About Multiple Organization Registrations](#)
 - [Associate My Account with Another Organization](#)
- Manage Organization Profile**
 - [Read About Organization Profile Management](#)
 - [Update Organization Information on File](#)
 - [Change Communication Contact for Organization \(Why is the link disabled?\)](#)
 - [Manage Users of My Organization \(Why is the link disabled?\)](#)

- ▶ Look for the “Work on Other Post Award Submissions” link on the Welcome page.
- ▶ If it is disabled, ask your Project Director for permission to access Performance Reports.

Navigation to NFLP Annual Operating Reports: Welcome Page (2 of 2)

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

Welcome (Last login date and time 10/10/2008 3:13:00 PM) --Tools Menu-- Go

Welcome
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

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 - [Read About Grant Registration](#)
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 - [View Grants in My Portfolio](#)
 - [Work on a Grant](#)
 - [Work on My Noncompeting Application](#)
 - [Work on Other Post Award Submissions](#)
- Manage My Profile**
 - [Update My Contact and Address Detail](#)
 - [Verify My Email Address](#)
 - [Change My Password/Security Question](#)
 - [Read About Multiple Organization Registrations](#)
 - [Associate My Account with Another Organization](#)
 - [Set My Default Organization](#)
- Manage Organization Profile**
 - [Read About Organization Profile Management](#)
 - [Update Organization Information on File](#)
 - [Change Communication Contact for Organization \(Why is the link disabled?\)](#)
 - [Manage Users of My Organization \(Why is the link disabled?\)](#)

Home
Welcome
Manage Applications
Funding Opportunities
View Applications
Peer Access
Grants Portfolio
Add to Portfolio
View Portfolio
Manage Organization Profile
View/Update Profile
Manage Personal Profile
Update Profile
Change Password
My Registered Organizations
Logout

▶ Click View Portfolio to view your grant portfolio

Navigation to NFLP Annual Operating Reports: Grant Portfolio (1 of 2)

The screenshot shows the HRSA Electronic Handbooks for Applicants/Grantee website. The header includes the HRSA logo and the text "U.S. Department of Health and Human Services" and "HRSA Electronic Handbooks for Applicants/Grantee". The main content area displays a welcome message with the last login date and time (10/14/2008 5:37:00 PM). A navigation menu on the left lists various options, with "View Portfolio" highlighted and a red arrow pointing to it. The main content area shows the "View Portfolio" section, which includes links for home, logout, contact us, glossary, help, and questions/comments. Below this, there is a paragraph stating: "Following are the grants for which you have been registered either as a project director or an employee. Click on the 'Open Grant Handbook' link to manage a grant." At the bottom of the page, there is a link for "Acceptable Use Policy".

► If you don't see your NFLP grant in the grants list, click Add to Portfolio to add it.

Navigation to NFLP Annual Operating Reports: Grant Portfolio (2 of 2)

U.S. Department of Health and Human Services
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Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

U.S. Department of Health and Human Services
HELP

Welcome Victor to **HRSA EHB Int environment** (Last login date and time 6/6/2009 11:59:00 PM) --Tools Menu--

View Portfolio
[home](#) | [logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Following are the grants for which you have been registered either as a project director or an employee. Click on the "Open Grant Handbook" link to manage a grant.

GRANTS LIST

E01HP13100:Nurse Faculty Loan Program				Last Award Issued on: 09/30/2008	
Project Period	7/1/2005-6/30/2009	Budget Period	7/1/2005-6/30/2009	Open Grant Handbook	
CRS EIN	1135562314A1	Number of Support Years	1		
Project Director	Victor G	Email:	Phone:		
Grant Contact	William W	Email:	Phone:		
Program Contact	Denise T	Email:	Phone:		

[Acceptable Use Policy](#)

Home
Welcome
Manage Applications
Funding Opportunities
View Applications
Peer Access
Grants Portfolio
Add to Portfolio
View Portfolio
Manage Organization Profile
View/Update Profile
Manage Personal Profile
Update Profile
Change Password
My Registered Organizations

Logout



- ▶ Locate your Nurse Faculty Loan Program grant in the Grants List.
- ▶ Click Open Grant Handbook.

Navigation to NFLP Annual Operating Reports: Grant Handbook

U.S. Department of Health and Human Services
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E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

HELP

Welcome Victor to **HRSA EHB Int environment** (Last login date and time 6/6/2009 11:59:00 PM)

[Logout](#) | [contact us](#) | [glossary](#) | [help](#) | [questions/comments](#)

Grant Handbook
E01HP00000

Grant Menu

- Overview
- View Awards**
- Last NGA
- Award History
- Administer**
- New/Existing Users
- Submissions**
- Monitor Schedules
- Noncompeting
- Continuations
- Performance Reports**
- Progress Reports
- Other Submissions

Return Home

- View Portfolio
- Home

Logout

Contact Us:

Phone: 877-Go4-HRSA/877-464-4772;
301-998-7373

Time: 9:00 a.m. to 5:30 p.m. Eastern Time (E.T.), Monday through Friday

Email: CallCenter@HRSA.GOV

Grant Electronic Handbook (EHB) provides authorized users of the grantee organization a means to conduct various activities electronically.

WHAT WOULD YOU LIKE TO DO TODAY?

- View Grant Information**
- [View Most Recent Notice of Grant Award](#)
- [View Prior Notices of Grant Awards](#)
- [Change/Control Who Can View this Information](#)

- Administer Grant Handbook**
- [Learn About Grant Access Privileges](#)
- [Allow Other Users from My Organization to Work on this Grant](#)
- [Change/Control How Others Can Work on this Grant](#)

- Manage Post Award Submissions**
- [Learn About Post Award Submissions](#)
- [View Available Post Award Submission Schedule](#)
- [Work on Noncompeting Continuation Application](#)
- [Work on Performance Report or Other Submissions](#)
- [Control How Others Can Work on Submissions](#)

[Acceptable Use Policy](#)

- ▶ This is the handbook for the Nurse Faculty Loan Program grant.
- ▶ Click “Performance Reports” on the left side menu.

Performance Reports List Page

U.S. Department of Health and Human Services
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Health Resources and Services Administration
E-HANDBOOK HOME

HRSA Electronic Handbooks for Applicants/Grantee

HELP

Welcome Victor to HRSA EHB Int (Last login date and time 6/6/2009 12:41:00 AM)
Performance Reports
[home](#) | [logout](#) | [contact us](#) | [help](#) | [questions/comments](#)

Following is the list of performance reports for this grant along with their statuses. Based on its status, you can edit or view the performance report by clicking on the appropriate link.

To search for a particular report, click on the search button and modify the search criteria to generate the results. For example, to search for submitted reports, click on the search button and select the "Submitted" option under the Schedule Status search criteria.

Displaying 1-1 of 1

PERFORMANCE REPORT

Input Parameters: ([Show Parameters](#))

Annual Operating Report		Schedule Status: In Progress	
Type	Performance Reports	Due Date	8/15/2009 Due In: 69 days
Available Date	5/26/2009	Submission Tracking Number	AORE0100002547/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Victor G on 6/5/2009 2:21:56 PM		
Submit Report Edit Report View Report View Related NGA			

Page 1

[Acceptable Use Policy](#)

- ▶ Annual Operating Report and other performance reports are listed on the Performance Reports page.

Reporting Period/Available Date/Due Date

Displaying 1-1 of 1

Search

PERFORMANCE REPORT

Input Parameters: ([Show Parameters](#))

Annual Operating Report		Schedule Status: In Progress	
Type	Performance Reports	Due Date	8/15/2009 Due In: 69 days
Available Date	07/01/2009	Submission Tracking Number	AORE0100002547/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Victor G on 7/5/2009 2:21:56 PM		
Submit Report Edit Report View Report View Related NGA			

- ▶ First reporting period ends 06/30/2009.
- ▶ The report is available for filing on July 1st every year.
- ▶ The report is due on August 15th every year.

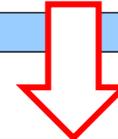
Schedule Status

- ▶ Schedule Status describes the lifecycle of the report.

Displaying 1-1 of 1

Search

PERFORMANCE REPORT			
Input Parameters: (Show Parameters)			
Annual Operating Report			Schedule Status: In Progress
Type	Performance Reports	Due Date	8/15/2009 Due In: 69 days
Available Date	07/01/2009	Submission Tracking Number	AORE0100002547/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Victor G on 7/5/2009 2:21:56 PM		
Submit Report Edit Report View Report View Related NGA			



Schedule Status	Denotes	Who's Responsible?
Not Started	This indicates that the report has never been worked on. When the new report is available in the grants handbook it will be in the 'Not Started' status.	Grantee
In Progress	Clicking on the 'Start Report' link changes the status of the report to 'In Progress'.	Grantee
Submitted	This indicates that the report has been submitted.	HRSA
Change Requested	After the report has been submitted, it is sent to a reviewer. If the reviewer determines that changes are needed, the report will be made available to the grantee again for changes. The schedule status will move to 'Change Requested.' The report will stay in this status while it is being corrected. When the changes are made and the report is re-submitted, the schedule status will revert to 'Submitted.'	Grantee

Submission Status

- ▶ Submission Status describes the status of the report while it is being prepared, reviewed, or revised, either originally or in response to a request for changes.

Displaying 1-1 of 1

Search

PERFORMANCE REPORT

Input Parameters: ([Show Parameters](#))

Annual Operating Report		Schedule Status: In Progress	
Type	Performance Reports	Due Date	8/15/2009 Due In: 69 days
Available Date	07/01/2009	Submission Tracking Number	AORE0100002547/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Victor G on 7/5/2009 2:21:56 PM		

[Submit Report](#) | [Edit Report](#) | [View Report](#) | [View Related NGA](#)



Submission Status	Denotes
Not Started	Data entry for the initial submission of the report has not been started.
Submission in Progress	Data entry for the initial submission of the report is in progress.
Change Requested	The report was sent back for changes. You must make the needed changes and re-submit the report.
Submitted	The report has been submitted, either for the first time or following a change request.

Note: More submission statuses may be added in the future.

Start Report

Displaying 1-1 of 1

Search

PERFORMANCE REPORT

Input Parameters: ([Show Parameters](#))

Annual Operating Report		Schedule Status: In Progress	
Type	Performance Reports	Due Date	8/15/2009 Due In: 69 days
Available Date	07/01/2009	Submission Tracking Number	AORE0100002547/1
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Victor G on 7/5/2009 2:21:56 PM		
Submit Report Edit Report View Report View Related NGA			



- ▶ Click Start Report
- ▶ It will say Edit Report if data entry has already been started.

NFLP Annual Operating Report Window

The screenshot displays the HRSA Electronic Handbooks for Applicants/Grantee interface. The main window shows the 'Performance Reports' section for tracking # AORE0100002547/1. A separate window titled 'AORE0100002547 - STATUS OVERVIEW' is open, showing the 'NFLPAOR Report' details.

Tracking # AORE0100002547/1

NFLPAOR Report

STATUS OVERVIEW

NFLP Annual Operating Report (07/01/2008 - 06/30/2009)		Schedule Status: In Progress	
(Hide Details)			
Available Date	5/26/2009	Due Date	8/15/2009 12:00:00 AM
Reporting Cycle	Academic	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Victor on 6/5/2009 2:21:55 PM	Last Updated By	Victor on 6/7/2009 12:09:50 AM
Last Version Submitted by			
Submission Tracking Number	AORE0100002547/1	Project Period	7/1/2005 - 6/30/2009

View: [Related NGA](#) | [Last NGA](#)

Users with Permissions on NFLP Annual Operating Report

- ▶ NFLP Annual Operating Report opens in a separate window

Status Page (1 of 4)

U.S. Department of Health and Human Services
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 E-HANDBOOK HOME

Annual Operating Report For 7/1/2008 - 6/30/2009 

Welcome Nancy (Last login date and time 6/15/2009 2:03:00 PM)

Status
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the NFLP Annual Operating Report. The report is currently **INCOMPLETE** and cannot be submitted in it's current state.

Tracking #
AORE0100002657/1

NFLPAOR Report

Overview

► Status

Basic Information

Financial Data

NFLP Page 1

NFLP Page 2

NFLP Page 3

NFLP Page 4

NFLP Page 5a

NFLP Page 5b

NFLP Page 5c

Data Audit And Warning

Review and Submit

Review

Submit

[Close Window](#)

OVERVIEW

NFLP Annual Operating Report (07/01/2008 - 06/30/2009) [\(Hide Details\)](#) **Schedule Status: In Progress**

Available Date	5/26/2009	Due Date	8/15/2009 12:00:00 AM
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Nancy on 6/8/2009 2:45:32 PM	Last Updated By	Nancy on 6/15/2009 2:40:17 PM
Last Version Submitted by			
Submission Tracking Number	AORE0100002657/1	Project Period	7/1/2004 - 6/30/2009

View: [Related NGA](#) | [Last NGA](#)

Users with Permissions on NFLP Annual Operating Report [\(View Details\)](#)

Name	Username	External Organization Role	Grant Role	Privileges
NFLP Annual Operating Report Status				
Section		Status	Action	
Basic Information		Complete	Update	
FINANCIAL DATA				
Page 1 - Student Borrower Data Section		Complete	Update	
Page 2 - Program Accounts Section		Complete	Update	
Page 3 - Program Accounts Section		Complete	Update	
Page 4 - Program Accounts Section		Complete	Update	

► Use the side menu to jump to any section of the report.

Status Page (2 of 4)

U.S. Department of Health and Human Services
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 E-HANDBOOK HOME

Annual Operating Report For 7/1/2008 - 6/30/2009 

Welcome Nancy (Last login date and time 6/15/2009 2:03:00 PM)

Status
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the NFLP Annual Operating Report. The report is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

NFLP Annual Operating Report (07/01/2008 - 06/30/2009) [\(Hide Details\)](#) **Schedule Status: In Progress**

Available Date	5/26/2009	Due Date	8/15/2009 12:00:00 AM
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Nancy on 6/8/2009 2:45:32 PM	Last Updated By	Nancy on 6/15/2009 2:40:17 PM
Last Version Submitted by			
Submission Tracking Number	AORE0100002657/1	Project Period	7/1/2004 - 6/30/2009

View: [Related NGA](#) | [Last NGA](#)

Users with Permissions on NFLP Annual Operating Report [\(View Details\)](#)

Name	Username	External Organization Role	Grant Role	Privileges

NFLP Annual Operating Report Status

Section	Status	Action
Basic Information	Complete	Update
FINANCIAL DATA		
Page 1 - Student Borrower Data Section	Complete	Update
Page 2 - Program Accounts Section	Complete	Update
Page 3 - Program Accounts Section	Complete	Update
Page 4 - Program Accounts Section	Complete	Update

► Helpful instructions appear at the top of every page.

Status Page (3 of 4)

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

Annual Operating Report For 7/1/2008 - 6/30/2009 

Welcome Nancy (Last login date and time 6/15/2009 2:03:00 PM)

Status
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the NFLP Annual Operating Report. The report is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

NFLP Annual Operating Report (07/01/2008 - 06/30/2009) (Hide Details)				Schedule Status: In Progress
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View: Related NGA Last NGA				

Users with Permissions on NFLP Annual Operating Report [\(View Details\)](#)

Name	Username	External Organization Role	Grant Role	Privileges
NFLP Annual Operating Report Status				
Section		Status	Action	
Basic Information		Complete	Update	
FINANCIAL DATA				
Page 1 - Student Borrower Data Section		Complete	Update	
Page 2 - Program Accounts Section		Complete	Update	
Page 3 - Program Accounts Section		Complete	Update	
Page 4 - Program Accounts Section		Complete	Update	

Tracking #
AORE0100002657/1

NFLPAOR Report

- Overview
- ▶ Status
- Basic Information
- Financial Data
- NFLP Page 1
- NFLP Page 2
- NFLP Page 3
- NFLP Page 4
- NFLP Page 5a
- NFLP Page 5b
- NFLP Page 5c
- Data Audit And Warning
- Review and Submit
- Review
- Submit

[Close Window](#)

▶ Links to useful resources are provided in the page header.

Status Page (4 of 4)

U.S. Department of Health and Human Services
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Annual Operating Report For 7/1/2008 - 6/30/2009 

Welcome Nancy (Last login date and time 6/15/2009 2:03:00 PM)

Status
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The table below shows the status of the NFLP Annual Operating Report. The report is currently **INCOMPLETE** and cannot be submitted in it's current state.

STATUS OVERVIEW

NFLP Annual Operating Report (07/01/2008 - 06/30/2009) (Hide Details)				Schedule Status: In Progress
Available Date	5/26/2009	Due Date	8/15/2009 12:00:00 AM	
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009	
Online Submission	Yes (Required)	Submission Status	Submission In Progress	
Started by	Nancy on 6/8/2009 2:45:32 PM	Last Updated By	Nancy on 6/15/2009 2:40:17 PM	
Last Version Submitted by				
Submission Tracking Number	AORE0100002657/1	Project Period	7/1/2004 - 6/30/2009	

View: [Related NGA](#) | [Last NGA](#)

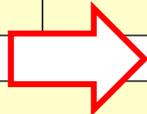
Users with Permissions on NFLP Annual Operating Report (View Details)																																					
Name	Username	External Organization Role	Grant Role	Privileges																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">NFLP Annual Operating Report Status</th> </tr> <tr> <th>Section</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td colspan="3">Basic Information</td> </tr> <tr> <td></td> <td style="text-align: center;">Complete</td> <td style="text-align: center;">Update</td> </tr> <tr> <td colspan="3">FINANCIAL DATA</td> </tr> <tr> <td>Page 1 - Student Borrower Data Section</td> <td style="text-align: center;">Complete</td> <td style="text-align: center;">Update</td> </tr> <tr> <td>Page 2 - Program Accounts Section</td> <td style="text-align: center;">Complete</td> <td style="text-align: center;">Update</td> </tr> <tr> <td>Page 3 - Program Accounts Section</td> <td style="text-align: center;">Complete</td> <td style="text-align: center;">Update</td> </tr> <tr> <td>Page 4 - Program Accounts Section</td> <td style="text-align: center;">Complete</td> <td style="text-align: center;">Update</td> </tr> <tr> <td>Page 5a - Borrower Accounts Worksheet Section</td> <td style="text-align: center;">Complete</td> <td style="text-align: center;">Update</td> </tr> <tr> <td>Page 5b - Borrower Accounts Worksheet Section</td> <td style="text-align: center;">Complete</td> <td style="text-align: center;">Update</td> </tr> </tbody> </table>					NFLP Annual Operating Report Status			Section	Status	Action	Basic Information				Complete	Update	FINANCIAL DATA			Page 1 - Student Borrower Data Section	Complete	Update	Page 2 - Program Accounts Section	Complete	Update	Page 3 - Program Accounts Section	Complete	Update	Page 4 - Program Accounts Section	Complete	Update	Page 5a - Borrower Accounts Worksheet Section	Complete	Update	Page 5b - Borrower Accounts Worksheet Section	Complete	Update
NFLP Annual Operating Report Status																																					
Section	Status	Action																																			
Basic Information																																					
	Complete	Update																																			
FINANCIAL DATA																																					
Page 1 - Student Borrower Data Section	Complete	Update																																			
Page 2 - Program Accounts Section	Complete	Update																																			
Page 3 - Program Accounts Section	Complete	Update																																			
Page 4 - Program Accounts Section	Complete	Update																																			
Page 5a - Borrower Accounts Worksheet Section	Complete	Update																																			
Page 5b - Borrower Accounts Worksheet Section	Complete	Update																																			

► The Status page shows all the sections of the report...

NFLP Annual Operating Report Status Table (1 of 2)

...and the completion status of each section.

NFLP ANNUAL OPERATING REPORT STATUS		
Section	Status	Action
Basic Information	Not Started	Update
FINANCIAL DATA		
Page 1 - Student Borrower Data Section	Not Started	Update
Page 2 - Program Accounts Section	Not Started	Update
Page 3 - Program Accounts Section	Not Started	Update
Page 4 - Program Accounts Section	Not Started	Update
Page 5a - Borrower Accounts Worksheet Section	Not Started	Update
Page 5b - Borrower Accounts Worksheet Section	Not Started	Update
Page 5c - Borrower Accounts Worksheet Section	Not Started	Update
Data Audit And Warning	Not Started	Update



Status	Denotes
Not Started	All the sections are initially in the 'Not Started' status. Navigating to a section from the side menu link or by clicking on the 'Update' link in the report status will update the status of the page to 'In Progress'
In Progress	The page will remain in this status until all the data has been entered and has been saved. The data on the page will be saved as long as there are no errors on the page
Complete	Once you have entered all the data within each page and there are no errors on the page, the page status will be changed to 'Complete'

NFLP Annual Operating Report Status Table (2 of 2)

NFLP ANNUAL OPERATING REPORT STATUS		
Section	Status	Action
Basic Information	Not Started	Update
FINANCIAL DATA		
Page 1 - Student Borrower Data Section	Not Started	Update
Page 2 - Program Accounts Section	Not Started	Update
Page 3 - Program Accounts Section	Not Started	Update
Page 4 - Program Accounts Section	Not Started	Update
Page 5a - Borrower Accounts Worksheet Section	Not Started	Update
Page 5b - Borrower Accounts Worksheet Section	Not Started	Update
Page 5c - Borrower Accounts Worksheet Section	Not Started	Update
Data Audit And Warning	Not Started	Update

- ▶ Click [Update](#) to open a page for editing.
- ▶ You can update any page, even those marked ‘Complete.’
- ▶ Doing so may cause the status to revert to ‘In Progress.’

Errors

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Financial Report For 7/1/2008 - 6/30/2009 

Welcome Victor (Last login date and time 6/6/2009 12:41:00 AM)

Basic Information
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Please verify and/or update the contact information, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next section. You can click "Save" to save the form at any time. To go back to the previous page, click "Go to Previous Page".

One or more errors have occurred on the page. 

Primary Point of Contact is Required

Fields marked with an asterisk (*) are required.

BASIC INFORMATION **Status: In Progress**

 **Note:** The name and title of the person who submits this NFLP AOR Report will be used to populate the value for Authorized Certifying Official on NFLP AOR Report

Contact Information							
POC	Title	Last Name, First Name	Phone	Email	EHB Role	Grant Role	Action
*Primary Point of Contact							Add
Alternate Point of Contact							Add

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▶ Alerts at the top of the page advise you of data entry errors or omissions.

Basic Information Page (1 of 2)

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Financial Report For 7/1/2008 - 6/30/2009

HELP

Welcome Victor (Last login date and time 6/6/2009 12:41:00 AM)

Basic Information
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the contact information, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next sec... ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

BASIC INFORMATION Status: In Progress

Note: The name and title of the person who submits this NFLP AOR Report will be used to populate the value for Authorized Certifying Official on NFLP AOR Report

Contact Information							
POC	Title	Last Name, First Name	Phone	Email	EHB Role	Grant Role	Action
*Primary Point of Contact		Sample, Ima		sample@grantee.org			Update Change Delete
Alternate Point of Contact							Add

Go to Previous Page Save Save and Continue

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- ▶ You must provide a Point of Contact for the report. This is the person to whom the reviewer will turn if there are questions about the data.
- ▶ Click on update/change link to either update or change the Primary Point of Contact

Basic Information Page (2 of 2)

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Financial Report For 7/1/2008 - 6/30/2009

Welcome Victor (Last login date and time 6/6/2009 12:41:00 AM)
Basic Information
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the contact information, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next sec... ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

BASIC INFORMATION Status: **In Progress**

Note: The name and title of the person who submits this NFLP AOR Report will be used to populate the value for Authorized Certifying Official on NFLP AOR Report

Contact Information							
POC	Title	Last Name, First Name	Phone	Email	EHB Role	Grant Role	Action
*Primary Point of Contact		Sample, Ima		sample@grantee.org			Update Change Delete
Alternate Point of Contact							Add

Go to Previous Page Save Save and Continue

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- ▶ Throughout the report, data entry is required in fields marked with an asterisk (*).
- ▶ On any page, click the Save button to save data entered and remain on same page
- ▶ Click the Save and Continue button to save data and proceed to the next page.

NFLP Page 1 (1 of 4)



Welcome Molly Kuhle (Last login date and time 7/1/2009 9:16:00 PM)

NFLP Page 1

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Please verify and/or update the data, and answer all the questions on the page. Make sure to scroll down to complete all the sections. When complete, click the "Save and Co..." ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

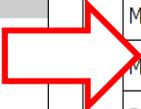
PAGE 1 - STUDENT BORROWER DATA SECTION

Status: **Complete**

Tracking #
AORE0100002670/1

NFLPAOR Report

- Overview
- Status
- Basic Information
- Financial Data
 - NFLP Page 1**
 - NFLP Page 2
 - NFLP Page 3
 - NFLP Page 4
 - NFLP Page 5a
 - NFLP Page 5b
 - NFLP Page 5c
- Data Audit And Warning
- Review and Submit
 - Review
 - Submit



Close Window

Student Data	Cumulative (07/01/2003 - Present)	Current (07/01/2008 - 06/30/2009)
*1. Number of NFLP Student Borrowers Enrolled ?		
MSN: In-State	<input type="text" value="10"/>	<input type="text" value="1"/>
MSN: Out-of-State	<input type="text" value="10"/>	<input type="text" value="1"/>
DOCTORAL: In-State	<input type="text" value="10"/>	<input type="text" value="1"/>
DOCTORAL: Out-of-State	<input type="text" value="10"/>	<input type="text" value="1"/>
*2. Total Number of NFLP Graduates		
MSN	<input type="text" value="10"/>	<input type="text" value="1"/>
DOCTORAL	<input type="text" value="10"/>	<input type="text" value="1"/>
*3. Total Number of NFLP Graduates Employed as Nurse Faculty		
	<input type="text" value="10"/>	<input type="text" value="1"/>

▶ Enter the counts in cumulative and current fields against each category.

***Note:** Cumulative must include counts from the year 2003 to the current year (2008-2009)

NFLP Page 1 (2 of 4) – Race and Ethnicity Section

***9. Hispanic or Latino Students**

Did your BIPr funded program have students of "Hispanic or Latino ethnicity" between between July 01, 2008 and June 30, 2009?
Yes, I can provide counts by race as mentioned below

Yes, I can provide counts by race as mentioned below.

Yes, I cannot provide counts by race as mentioned below.

Yes, I can provide some of the counts by race but not all.

No, my program does not have Hispanic or Latino students.

Table 1		Number of NFLP Recipients Enrolled	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
Hispanic or Latino Students by Race						
A. American Indian or Alaska Native		1	20	30	4	55
B. Asian - All (including underrepresented)						
B1. Asian - underrepresented						
C. Black or African American						
D. Native Hawaiian or Other Pacific Islander						
E. White						
F. More than one race To specify the race combinations click here		21	1	2	2	26
TOTAL		22	21	32	6	81

Table 2		Number of NFLP Recipients Enrolled	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
Hispanic or Latino Students All Races						
G. All races						

▶ Answer the ethnicity question and accordingly provide the counts by race (for rows A through G).

***Note:** Based on the answer chosen appropriate table 1 (By race) or table 2 (All Races gets or both are enabled).

▶ The data fields for **More than one race** (Row F) under table 1 are disabled by default and user must click **“here”** button to select the race combinations. Multi race combinations page will be opened for edit.

Multi Race Combinations Page

Select	Combination of Two Races	Number of NFLP Recipients Enrolled	Number of NFLP Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed
<input checked="" type="checkbox"/>	AIAN and Black	<input type="text" value="21"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>
<input type="checkbox"/>	AIAN and White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Asian (not underrepresented) and AIAN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select	Combination of Three Races	Number of NFLP Recipients Enrolled	Number of NFLP Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed
<input type="checkbox"/>	AIAN and Asian (not underrepresented) and Black	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	AIAN and Asian (underrepresented) and Black	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select	Combination of Four Races	Number of NFLP Recipients Enrolled	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed
<input type="checkbox"/>	AIAN and Asian (not underrepresented) and Black and NHOPI	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please Enter Your Comments Here :

If you are unable to provide student and graduate counts by race combinations **OR** there are no students or graduates with more than one race exist, please provide explanation. Once you save this page and return to the main page, please enter the appropriate counts (or zero if no data) in line "F. More than one race".

Maximum 2000 characters (Approx. half a page)

Times New Roman Size Normal   **B** *I* U                                              

Save

Save and Continue

▶ Select corresponding race combination and enter the counts.

***Note:** If you are unable to provide data or there no students or graduates with more than one race, please explain and click on “Save and Continue.” This action will enable the fields under “More than one race” (Row F) section to enter the summary totals for “More than one race.”

NFLP Page 1(3 of 4) – Race and Ethnicity (Hispanic or Latino) Section

***9. Hispanic or Latino Students**

Did your BHPf funded program have students of "Hispanic or Latino ethnicity" between between July 01, 2008 and June 30, 2009?
Yes, I can provide counts by race as mentioned below

Yes, I can provide counts by race as mentioned below.

Yes, I cannot provide counts by race as mentioned below.

Yes, I can provide some of the counts by race but not all.

No, my program does not have Hispanic or Latino students.

Hispanic or Latino Students by Race 	Number of NFLP Recipients Enrolled	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native	<input type="text" value="1"/>	<input type="text" value="20"/>	<input type="text" value="30"/>	<input type="text" value="4"/>	55
B. Asian - All (including underrepresented)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B1. Asian - underrepresented	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
D. Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
E. White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F. More than one race To specify the race combinations click <input type="button" value="here"/>	<input type="text" value="21"/>	<input type="text" value="1"/>	<input type="text" value="2"/>	<input type="text" value="2"/>	26
TOTAL	22	21	32	6	81
Hispanic or Latino Students All Races 	Number of NFLP Recipients Enrolled	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	



▶ The totals for students and graduates counts from the multi race combination page are carried over as shown above.

***Note:** If there is an explanation provided in the Multi Race Combinations page, the fields against “More than once race” are enabled for data entry.

NFLP Page 1 (4 of 4) – Race and Ethnicity (Non-Hispanic or Non-Latino) Section

*10. Non-Hispanic or Non-Latino Students

Did your BHPf funded program have students of "Non-Hispanic or Non-Latino ethnicity" between **July 01, 2008 and June 30, 2009**?
No, my program does not have Non-Hispanic or Non-Latino students.

- Yes, I can provide counts by race as mentioned below.
- Yes, I cannot provide counts by race as mentioned below.
- Yes, I can provide some of the counts by race but not all.
- No, my program does not have Non-Hispanic or Non-Latino students.

Non-Hispanic or Non-Latino Students by Race ?	Number of NFLP Recipients Enrolled	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
A. American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B. Asian - All (including underrepresented)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
B1. Asian - underrepresented	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
C. Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
D. Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
E. White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
F. More than one race To select the race combinations click here	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL					
Non-Hispanic or Non-Latino Students All Races ?	Number of NFLP Recipients Enrolled	Number of NFLP MSN Graduates	Number of NFLP Doctoral Graduates	Number of NFLP Graduates Employed	Total
G. All races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

▶ Answer the question under for Non-Hispanic or Non-Latino section and enter the data as appropriate.

NFLP Page 2 (1 of 2)

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Annual Operating Report For 7/1/2008 - 6/30/2009 

Welcome Nancy (Last login date and time 6/15/2009 2:03:00 PM)
NFLP Page 2
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the data, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next section. Click "Sa..." ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

PAGE 2 - PROGRAM ACCOUNTS SECTION Status: Complete

Program Accounts		Cumulative	Current Year
A.	FEDERAL FUNDS AWARDED 	\$ 198280	\$ 71037
*B.	CASH BALANCE - START OF REPORT PERIOD 		\$ 71037
*C. CASH RECEIPTS			
1.	Federal Funds Received/Receivable 	\$ 0	\$ 0
2.	Institutional Contributions Deposited 	\$ 0	\$ 0
3.	Transferred from Scholarship Fund (Not applicable for NFLP program)		
4.	Loan Principal Collected	\$ 0	\$ 0
5.	Interest Income Collected on Loans	\$ 0	\$ 0
6.	Penalty Charges Collected on Loans	\$ 0	\$ 0
7.	Investment Income	\$ 71037	\$ 0
8.	Institutional Repayments of Bad Debts, Principal	\$ 0	\$ 0
9.	Institutional Repayments of Bad Debts, Interest	\$ 0	\$ 0

▶ Enter the data on Page 2. You can click the question mark symbols to access help at any time.

NFLP Page 2 (2 of 2)

The screenshot displays the HRSA Annual Operating Report for the period 7/1/2008 - 6/30/2009. The main window shows the 'NFLP Page 2' section, which includes a navigation menu on the left and a table of 'Program Accounts'. A help window is open over the 'FEDERAL FUNDS AWARDED' section of the table.

HRSA Annual Operating Report For 7/1/2008 - 6/30/2009

Welcome Nancy (Last login date and time 6/15/2009 2:03:00 PM)
NFLP Page 2
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the data, and answer all the questions of this section. Click "Save" ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

PAGE 2 - PROGRAM ACCOUNTS SECTION

Program Accounts	
A.	FEDERAL FUNDS AWARDED
*B.	CASH BALANCE - START OF REPORT PERIOD
*C.	CASH RECEIPTS
1.	Federal Funds Received/Receivable
2.	Institutional Contributions Deposited
3.	Transferred from Scholarship Fund (Not applicable for)
4.	Loan Principal Collected
5.	Interest Income Collected on Loans
6.	Penalty Charges Collected on Loans
7.	Investment Income
8.	Institutional Repayments of Bad Debts, Principal
9.	Institutional Repayments of Bad Debts, Interest

Help - WRS - Windows Internet Explorer

FEDERAL FUNDS AWARDED [Top]

The amount should equal the amount shown on the Notice of Award for the current year.

Note:
 Changes to cumulative fields on pages 2 or 3 must be made by adjusting the amount entered in the current year column except for page 2 Item C1. Please call DHCDD for assistance when reporting adjustment to this particular field.

CASH BALANCE - START OF REPORT PERIOD [Top]

The amount should be the same as the ending cash balance on the prior AOR. If it is not, provide the reason in the Comments section.

Note:
 Changes to cumulative fields on pages 2 or 3 must be made by adjusting the amount entered in the current year column except for page 2 Item C1. Please call DHCDD for assistance when reporting adjustment to this particular field.

Federal Funds Received/Receivable [Top]

Note 1: The return of any current year fund receipts (against the current year award) should be made through the Payment Management System (PMS).
Note 2: Money should be drawn down from PMS in whole dollars only. This amount includes the funds drawn against the current year award minus any returns and/or funds requested through PMS not received by June 30.

Note:
 Changes to cumulative fields on pages 2 or 3 must be made by adjusting the amount entered in the current year column except for page 2 Item C1. Please call DHCDD for assistance when reporting adjustment to this particular field.

Institutional Contributions Deposited [Top]

If an institution has exceeded its one-ninth requirement in a prior period and wishes to withdraw some or all of the monies (providing the withdrawal does not result in a negative cash balance), report the withdrawal as a negative amount in the current year column. DO NOT show the withdrawal of excess institutional contributions as a "Repayment to Institution."

Note:

► Help opens in a separate window.

NFLP Page 3

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Annual Operating Report For 7/1/2008 - 6/30/2009

HELP

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NFLP Page 3
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the data, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next section. Click "Sa... ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

PAGE 3 - PROGRAM ACCOUNTS SECTION Status: Complete

Program Accounts (Continued)		Cumulative			Current Year		
*F.	LOAN CANCELLATIONS TO BORROWERS	Number of Borrowers	Principal	Interest	Number of Borrowers	Principal	Interest
1.	Professional Practice (Not applicable for NFLP program)						
	a. HP Practice-Shortage (10%)						
	b. HP Practice-Rural Shortage (15%)						
2.	Nursing Employment (2a,b,c are not applicable for NFLP program)						
	a. Nursing Employment (10%)						
	b. Nursing Employment (15%)						
	c. Nursing Employment (20%)						
	d. NFLP Employment - Yr. 1 (20%)	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	e. NFLP Employment - Yr. 2 (20%)	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>
	f. NFLP Employment - Yr. 3	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>	<input type="text" value="0"/>	\$ <input type="text" value="0"/>	\$ <input type="text" value="0"/>

Save

Save and Continue

▶ Enter the data in page 3. Click on Save and Continue to go to next page.

*Note: The fields that are not applicable for NFLP are disabled and grayed out.

NFLP Page 4

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Annual Operating Report For 7/1/2008 - 6/30/2009

HELP

Welcome Nancy (Last login date and time 6/15/2009 2:40:00 PM)

NFLP Page 4
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Please verify and/or update the data, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next section. Click "Sa... ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

PAGE 4 - PROGRAM ACCOUNTS SECTION Status: Complete

Program Accounts (Continued)		
H. FROM WORKSHEET CALCULATIONS (Not applicable for NFLP program)		
1.	Default Rate	
FOR ACTIVE SCHOOLS		
2.	Excess Cash from report page 4 that was or will be returned to PMS	
3.	Excess Cash from report page 4 that was or will be returned to the Division of Financial Operations	
FOR CLOSING SCHOOLS		
4.	Amount of cash determined to be due the Federal Government and remitted separately to the Division of Financial Operations	
*I. CHECK LIST/QUESTIONS		
1.	What is the total amount of interest that is past due?	<input type="text" value="0"/>
AUDITS		
2.	Does your institution provide for a biennial audit of the loan and/or scholarship funds by a qualified independent auditor?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	a. Period of last audit (Please enter dates: mm/yyyy)	From: <input type="text" value="01"/> / <input type="text" value="2008"/> To: <input type="text" value="11"/> / <input type="text" value="2008"/>

Save

Save and Continue

Enter the data in page 4. Click on Save and Continue to go to next page

***Note:** The fields that are not applicable for NFLP are disabled and grayed out.

NFLP Page 5a

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

Annual Operating Report For 7/1/2008 - 6/30/2009

HELP

Welcome Victor (Last login date and time 6/7/2009 1:11:00 AM)

NFLP Page 5a
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Section 5 consists of 3 pages including 5a,5b and 5c. Please verify and/or update the data, and answer all the questions on the page. When complete, click the "Save and Continue" button to move onto the next section. Click "Save" to save the form at any time. To go back to the previous page, click "Go to Previous Page".

Fields marked with an asterisk (*) are required.

Page 5a - Borrower Accounts Worksheet Section Status: **Not Started**

BORROWER ACCOUNTS		Number of Borrowers (1)	Principal Loaned (2)	Principal Repaid (3)
*1. FULLY RETIRED				
A.	Repayment/Cancellation <input type="checkbox"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
B.	Cancellation/Death	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
C.	Cancellation/Disability	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
D.	Discharged in Bankruptcy <input type="checkbox"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
E.	HHS Approved Write-off	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
F.	Uncollectible per P.L. 107-205	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
*2. CURRENT				
A.	Student Status	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
B.	Grace Period	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
C.	Deferment Status	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Enter the data in page 5a. Click on Save and Continue to go to next page.

***Note:** The fields that are not applicable for NFLP are disabled and grayed out.

NFLP Page 5b

Welcome Nancy (Last login date and time 6/15/2009 2:40:00 PM)

NFLP Page 5b

[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Section 5 consists of 3 pages including 5a,5b and 5c. Please verify and/or update the data, and answer all the questions on the page. When complete, click the "Save and Con..." ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

Tracking #
AORE0100002657/1

NFLPAOR Report

- Overview
- Status
- Basic Information
- Financial Data
- NFLP Page 1
- NFLP Page 2
- NFLP Page 3
- NFLP Page 4
- NFLP Page 5a
- NFLP Page 5b**
- NFLP Page 5c
- Data Audit And Warning
- Review and Submit
- Review
- Submit

Close Window

PAGE 5B - BORROWER ACCOUNTS WORKSHEET SECTION Status: Complete

BORROWER ACCOUNTS		PRINCIPAL CANCELED		Principal Delinquent (6)
		Employment as Nurse Faculty (4)	Death/Disability (5)	
*1. FULLY RETIRED				
A.	Repayment/Cancellation <input type="checkbox"/>	\$ 0 <input type="text"/>		
B.	Cancellation/Death	\$ 0 <input type="text"/>	\$ 0 <input type="text"/>	
C.	Cancellation/Disability	\$ 0 <input type="text"/>	\$ 0 <input type="text"/>	
D.	Discharged in Bankruptcy <input type="checkbox"/>	\$ 0 <input type="text"/>		
E.	HHS Approved Write-off	\$ 0 <input type="text"/>		
F.	Uncollectible per P.L. 107-205	\$ 0 <input type="text"/>		
*2. CURRENT				
A.	Student Status			
B.	Grace Period			
C.	Deferment Status	\$ 0 <input type="text"/>		
D.	Postponement/Cancellation <input type="checkbox"/>	\$ 0 <input type="text"/>		

- Enter the data in page 5b.

***Note:** The fields that are not applicable for NFLP are disabled and grayed out.

NFLP Page 5c

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

Annual Operating Report For 7/1/2008 - 6/30/2009

HELP

Welcome Nancy (Last login date and time 6/15/2009 2:40:00 PM)
NFLP Page 5c
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

Section 5 consists of 3 pages including 5a,5b and 5c. Please verify and/or update the data, and answer all the questions on the page. When complete, click the "Save and Con..." ([Show Full Instruction](#))

Fields marked with an asterisk (*) are required.

PAGE 5C - BORROWER ACCOUNTS WORKSHEET SECTION Status: Complete

BORROWER ACCOUNTS		Principal Uncollectible Not Past Due (7)	Principal Outstanding but Not Due (8)	Principal Written Off (9)	Capitalized Interest (10)
*1. FULLY RETIRED					
A.	Repayment/Cancellation <input type="checkbox"/>				
B.	Cancellation/Death				
C.	Cancellation/Disability				
D.	Discharged in Bankruptcy <input type="checkbox"/>	\$ 0			
E.	HHS Approved Write-off			\$ 0	
F.	Uncollectible per P.L. 107-205			\$ 0	
*2. CURRENT					
A.	Student Status		\$ 0		
B.	Grace Period		\$ 0		
C.	Deferment Status		\$ 0		
D.	Postponement/Cancellation <input type="checkbox"/>		\$ 0		
E.	Repayment - Not Past Due		\$ 0		

•Enter the data in page 5C.

***Note:** The fields that are not applicable for NFLP are disabled and grayed out

Data Audit Report (1 of 3)

U.S. Department of Health and Human Services
HRSA
 Health Resources and Services Administration
 E-HANDBOOK HOME

Annual Operating Report

Welcome (Last login date and time 6/8/2009 3:23:00 PM)
Status
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the NFLP Annual Operating Report

STATUS OVERVIEW

NFLP Annual Operating Report (07/01/2008 - 06/30/2009)

Available Date	5/26/2009
Reporting Cycle	Academic
Online Submission	Yes (Required)
Started by	Nancy on 6/8/2009 2:45:32 PM
Last Version Submitted by	Nancy on 6/8/2009 3:40:42 PM
Submission Tracking Number	AORE0100002657/1
Project Period	7/1/2004 - 6/30/2009

View: [Related NGA](#) | [Last NGA](#)

Users with Permissions on NFLP Annual Operating Report ([View Details](#))

Name	Username	External Organization Role	Grant Role	Privileges
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NFLP ANNUAL OPERATING REPORT STATUS

Section	Status	Action
Basic Information	Complete	Update
FINANCIAL DATA		
Page 1 - Student Borrower Data Section	Complete	Update
Page 2 - Program Accounts Section	Complete	Update
Page 3 - Program Accounts Section	Complete	Update
Page 4 - Program Accounts Section	Complete	Update
Page 5a - Borrower Accounts Worksheet Section	Complete	Update
Page 5b - Borrower Accounts Worksheet Section	Complete	Update
Page 5c - Borrower Accounts Worksheet Section	Complete	Update
Data Audit And Warning	Not Started	Update

[Acceptable Use Policy](#)

- ▶ When data entry is complete, click on the Data Audit and Warning link from the Report Status page or from the left side menu.
- ▶ Clicking on the link will generate a list of warnings and audits for the report.

Data Audit Report (2 of 3)

- ▶ The Data Audit and Warning page displays a list of warnings and audits.
- ▶ You must correct or explain all the audits before submitting the report.
- ▶ Warnings are inconsistencies that may or may **not** be corrected. Click Edit Data to correct the data.
- ▶ Audits are inconsistencies that may be corrected or explained, as appropriate. Click Edit Data to correct the data or Explain to explain it.

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

Financial R

Welcome (Last login date and time 6/8/2009 2:43:00 PM)
Data Audit And Warning
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

This section displays warnings and validation errors for the data ent error is d... ([Show Full Instruction](#))

DATA AUDIT AND WARNING

Warnings

Warning 4811: Investment Income Warning
Since the current Investment Income (in line C.7) is zero, fun earnings.
Action: [Edit Data](#)

Warning 4816: Biennial Audit Required
Based on your answer in line I.2, program regulations require
Action: [Edit Data](#)

Data Audit Status

Audit 4804: Inconsistency in Student Borrowers Da
If Loaned to Students (Page 2 Line D.1) is greater than zero, t zero and vise versa. Please correct or explain.
Action: [Edit Data](#) | [Explain](#)

[Go to Previous Page](#)

Data Audit Status (3 of 3)

The screenshot displays the HRSA Financial Report interface for the period 7/1/2008 - 6/30/2009. The user is logged in as AORE0100002657/1. The interface shows a navigation menu on the left with options like Overview, Status, Basic Information, and Financial Data. The main content area is titled "DATA AUDIT AND WARNING" and shows a status of "Not Started". Two audit warnings are listed:

- Audit 4803: Incorrect Ending Cash Balance** (Edit Status: Reviewed-Explained)
Ending Cash Balance (line E) must equal Cumulative Receipts (section C) less Cumulative Disbursements (section D). Please correct or explain.
Action: [Edit Data](#) | [Explain](#)
- Audit 4805: Inconsistency in Sum of Principals** (Edit Status: Reviewed-Explained)
The amount entered for each row for Principal Loaned (Column 2) should equal the sum of the amounts in each respective row entered into Columns 3 through 9. An error can occur even if the calculations in each row are off by one dollar. Please correct or explain.
Action: [Edit Data](#) | [Explain](#)

At the bottom of the interface, there are buttons for "Go to Previous Page", "Save", and "Save and Continue". A link for "Acceptable Use Policy" is also visible.

- ▶ When all audits have been explained, you can continue with your submission. The warnings may or may not be corrected.

Review Page

U.S. Department of Health and Human Services
HRSA
Health Resources and Services Administration
E-HANDBOOK HOME

Financial Report For 7/1/2008 - 6/30/2009

HELP

Welcome, [User] (Last login date and time 6/6/2009 12:41:00 AM)

Review
[home](#) | [library](#) | [help](#) | [questions/comments](#)

The NFLP Annual Operating Report has not been submitted to HRSA. To submit this please click Continue button provided below. Following is the table of contents for the report th... ([Show Full Instruction](#))

Note: 'Print All HTML Forms' button will print all program specific HTML forms only.

TABLE OF CONTENTS			Table of Contents	Go
Section	Type	Action		
Financial Data				
NFLP Page 1	HTML	View		
NFLP Page 2	HTML	View		
NFLP Page 3	HTML	View		
NFLP Page 4	HTML	View		
NFLP Page 5a	HTML	View		
NFLP Page 5b	HTML	View		
NFLP Page 5c	HTML	View		
Comments And Certification				
Comments And Certification	HTML	View		

- ▶ Click View to open a printable (HTML format) version of any section of the report.
- ▶ Click the Print button to print this page, or click Print All HTML Forms to print all pages in the report.

Submit Page

U.S. Department of Health and Human Services
HRSA
 Home | Homeless with Substance Abuse Treatment
 E-HANDBOOK HOME

Annual Operating Report

Welcome Nancy (Last login date and time 6/15/2009 2:40:00 PM)
Submit
[home](#) | [glossary](#) | [help](#) | [questions/comments](#)

The table below shows the status of the NFLP Annual Operating Report proceed.

STATUS OVERVIEW

NFLP Annual Operating Report (07/01/2008 - 06/30/2009) [View Details](#) [View Summary](#) [Schedule Status: In Progress](#)

Available Date	5/26/2009	Due Date	8/15/2009 12:00:00 AM
Reporting Cycle	Academic Year	Reporting Period	07/01/2008 - 06/30/2009
Online Submission	Yes (Required)	Submission Status	Submission In Progress
Started by	Nancy on 6/8/2009 2:45:32 PM	Last Updated By	Nancy on 6/15/2009 3:46:42 PM
Last Version Submitted by			
Submission Tracking Number	AORE0100002657/1	Project Period	7/1/2004 - 6/30/2009

[View: Related NGA](#) | [Last NGA](#)

Users with Permissions on NFLP Annual Operating Report [View Details](#)

Name	Username	External Organization Role	Grant Role	Privileges

NFLP Annual Operating Report Status

Section	Status	Action
Basic Information	Complete	Update
FINANCIAL DATA		
Page 1 - Student Borrower Data Section	Complete	Update
Page 2 - Program Accounts Section	Complete	Update
Page 3 - Program Accounts Section	Complete	Update
Page 4 - Program Accounts Section	Complete	Update
Page 5a - Borrower Accounts Worksheet Section	Complete	Update
Page 5b - Borrower Accounts Worksheet Section	Complete	Update
Page 5c - Borrower Accounts Worksheet Section	Complete	Update
Data Audit And Warning	Complete	Update

Warnings

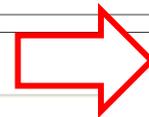
 **Warning 5846: Investment Income Warning**

Since the current Investment Income (in line C.7) is zero, funds must be invested and all earnings deposited to the fund unless costs exceed earnings.

[Acceptable Use Policy](#)

Submit

- ▶ When all sections are complete, click the Submit button to access the submit page, where users with permission can sign and submit the report.



Post-Submission

- ▶ The Bureau will review your report.
- ▶ If necessary, the Bureau will contact the Point of Contact person with questions and/or comments.
- ▶ The Bureau will work with you to resolve any errors or discrepancies in your NFLP Annual Operating Report. You will use the EHBs system to make any changes to your report.
- ▶ You will always be able to view your submission in read-only format.

Resources

Resource	Type	Purpose
https://grants.hrsa.gov/webexternal/home.asp	Website	HRSA Electronic Handbooks URL.
https://performance.hrsa.gov/hab/ehbdemo/cadr/	Flash Video	Audio/visual presentation for EHBs registration, adding grants to your portfolio, project director registration and accessing the grant handbook.
Denise Thompson Phone: 301 443 1399 Email: dthompson@hrsa.gov OR Lisa Bandy Phone: 301 443 5396 Email: lbandy@hrsa.gov	Phone and/or E-mail	Program or System help by phone or e-mail.
HRSA Call Center Phone: 877-Go4-HRSA/877-464-4772; 301-998-7373 (9:00 AM to 5:30 PM ET M-F) Email: callcenter@hrsa.gov	Phone and/or E-mail	<u>System</u> help by phone or via e-mail. Do not use for program questions.

In Conclusion...

- ▶ Submit feedback through your project officer.
- ▶ We're here to help every step of the way!